

**NAME OF SCHOOL:** \_\_\_\_\_

**Staff declaration in relation to childcare disqualification.**

This form is to be completed by all new staff before commencement of employment and by all staff on an annual basis.

**Name:** \_\_\_\_\_ **Post:** \_\_\_\_\_

Please answer the questions set out below and sign the declaration overleaf to confirm that you are safe to work with and care for children. If there are any parts of the declaration that you are not able to meet, you should disclose this immediately to the head teacher.

Please circle yes or no against each question below:

<p><u>Questions relating to you:</u></p> <p>Are you <i>disqualified for caring for children</i>?</p> <ul style="list-style-type: none"> <li>• Have you ever been cautioned or convicted of any offences against a child?</li> <li>• Have you ever been cautioned or convicted of any violent or sexual offences against an adult?</li> <li>• Have you been barred from working with children by the Disclosure and Barring Service (the DBS, this used to be known as the ISA)?</li> <li>• If you have children, have your children, or children living within your household, at any time, been taken into care?</li> <li>• Has a court order been made, at any time, in respect of a child under your care?</li> <li>• Have you ever been refused registration or had registration cancelled in relation to childcare or a children’s home or have you ever been disqualified from private fostering?</li> </ul>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO or N/A</p> <p>YES/NO</p> <p>YES/NO</p>
<p><u>Questions relating to <b>ALL</b> others in your household</u> (‘household’ means anyone residing permanently or temporarily with you at the time of signing this declaration):</p> <p>Is anyone living or working in your household been disqualified for caring for children?</p> <ul style="list-style-type: none"> <li>• Has anyone living or working in your household been cautioned or convicted of offences against a child?</li> <li>• Has anyone living or working in your household been cautioned or convicted of violent or sexual offences against an adult?</li> <li>• Has anyone living or working in your household been barred from working with children by the Disclosure and Barring Service (DBS)?</li> <li>• Does anyone living or working in your household have children that have been taken into care?</li> <li>• Has anyone living or working in your household had a court order made in respect of a child in their care?</li> <li>• Has anyone living in your household been refused registration or had registration cancelled in relation to childcare or a children’s home or has anyone been disqualified from private fostering?</li> </ul>	<p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p> <p>YES/NO</p>

If you have answered **YES** to any of the questions above, please provide further information below:

.....  
.....  
.....  
.....  
.....

I understand my responsibility to safeguard children and am aware that I am required to notify the head teacher of anything that may affect my suitability or that of anyone currently living in my household.

I will ensure that I notify the head teacher immediately of any changes to my situation or that of anyone living or working in my household.

I give permission for you to contact any previous settings, local authority staff, the police and the DBS to share information about my suitability to care for children.

I certify that to the best of my knowledge all the information I have given is correct. I understand that by deliberately giving false or incomplete answers I may be suspended from duty and may be liable to summary dismissal with possible referral to the police.

**Signed (Staff member)** .....

**Date** .....

**Name in block capitals** .....

**Signed (Headteacher)** .....

**Date** .....

**Name in block capitals** .....

---

***For the attention of the Headteacher***

*Please record any action taken where the staff member has indicated 'YES' in answer to one or more of the questions above.*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....